

## **Bedford Hills Free Library Code of Conduct**

Approved by the Board of Directors 3.2023

The Bedford Hills Free Library is committed to providing a safe, comfortable, and pleasant atmosphere in which people can use the library and its resources. In order for the Library to operate and be administered in the best interests of the community it serves, the Board of Trustees has adopted the following regulations regarding the conduct of patrons on the Library premises. The Library premises include not only the building, but all associated property, such as sidewalks, parking lots, and yards.

1. No one may steal, destroy, damage or deface any property of the Library. In general, any behavior is prohibited that violates federal, state, local or other applicable law, ordinance or regulation or interferes with the use and enjoyment of the library by others or interferes with a library employee's performance of his or her duties.
2. Anyone abusing or threatening to abuse other patrons or members of the staff is subject to expulsion from the premises. These types of behavior include, but are not limited to, physically or verbally assaulting, harassing, or abusing any other person; and threatening, rude or intimidating behavior.
3. No one may conduct him/herself in a violent or disorderly manner, use abusive or profane language, engage in disruptive conversation or conduct, engage in lewd conduct, or otherwise interfere with the use and enjoyment of the library by others.
4. Eating, drinking, and smoking are not permitted anywhere in the building. Exceptions may be made for specific Library programs or other events which have been authorized by the Executive and Director and the Board of Trustees when refreshments may be permitted.
5. No one may refuse to obey the reasonable requests of an employee of the Library, including a request to present identification.
6. A Library user may play any personal audio equipment (including audio emanating from a computer) only when using headphones or earphones which make the sound inaudible to others.
7. In order not to interfere with the use and enjoyment of the library by others or interfere with a library employee's performance of his or her duties, Library users may not talk on cell phones inside the building, except in designated areas.

8. No printed material may be posted within the Library without prior authorization by the Library Executive Director or his/her surrogate. Solicitations for charitable, religious, or other purposes, and selling of tickets, magazines or merchandise of any kind are prohibited. The only exceptions to this rule are fund-raising events or other events which have been authorized or sponsored by the Executive Director or the Board of Trustees.
9. Photographs of the Library or events at the Library may not be taken or published without the review and permission of the Executive Director, except as provided by the New York State Open Meetings Law. The standard news media outlets will be advised of this policy.
10. No one may bring any animal into the building, unless it is needed to assist a person with a disability, or it has been specifically authorized in advance for an event at the Library.
11. Library users must adhere to the BHFL Computer Use and Internet policy. Abuse or improper use of computer equipment is prohibited, including using catalog computers to access the internet. Library users are not permitted to add to, delete or modify the installed hardware or software.
12. Parents or caregivers are responsible for their children's behavior. Parents or caregivers may not leave a child under the age of 9 unattended at any time and must make arrangements to pick up older children prior to the time at which the Library closes for the day. Please see Unattended Child[ren] Policy below.
13. Access to the Children's Room is limited to children, their caregivers, and Library staff, unless the patron is using the public restroom.
14. The Teen Zone is a space designated for patrons from 6-12<sup>th</sup> grades during afterschool hours (generally after 4pm to closing on weekdays, weekends, and school breaks). During this time adults and younger children are welcome if accompanied by a teen as well as tutors working with students. During other hours and when a teen is not present, the space is open to all patrons. Teens are governed by the patron code of conduct policy.
15. Except for wheelchairs or strollers, riding or rolling devices (including but not limited to: roller skates, in-line skates, skateboards and bicycles) are not permitted in the Library; bicycles must be placed on the bike rack provided outside the Library.
16. Appropriate attire is required in the building. Shirts and shoes must remain on at all times.
17. Sleeping or loitering in the Library is prohibited.

Any member of the Library staff is authorized to ask persons who violate the foregoing Library User Regulations to immediately leave the Library premises. If a library user refuses to leave the premises when asked to do so, the Police will be called to remove that library user.

Library staff prepare an incident report for the Executive Director.

Violation of these regulations may result in being expelled from the library premises and/or have library privileges withdrawn by the Library Director, or designee, for a specific or indefinite period of time. The Library may also seek restitution for damage to Library property. Persons from whom these privileges have been withdrawn have the right to appeal in writing to the Library Board of Trustees.

## **Bedford Hills Free Library Unattended Children Policy**

The Bedford Hills Free Library welcomes children to use its facilities, resources, and services.

Responsibility for the safety and well-being of children using the Library rests with the parent or adult caregiver, not the Library staff.

Children under 10 years old must be accompanied at all times by (i.e. **must** stay within the sight of) the parent or adult caregiver.

Children ages 10 and **older** may use the Library unattended, subject to policies adopted by the Board concerning Library User Regulations.

Parents or caregivers must arrange to pick up older children by Library closing time. No child can be left at the Library after closing time.

Parents or caregivers will be informed of any instances of unattended children **under 10 years old** and asked to address the situation to ensure that it does not happen again.

When a child is unattended or under-attended, library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located, staff will contact the Bronxville Police Department. In the event of an emergency, staff will call 911. At least two staff members will remain after hours with an unattended child until the parent or guardian, or police arrive. Parents/Caregivers who violate the rules stated above risk having their Library privileges restricted or revoked.

Library staff will not provide food, transportation, or money for children.

*Revised and pending Board approval March 6, 2023.*

